

## PROCUREMENT SUMMARY

## WEB WRITER/REPORTER FOR EL PASAJERO / PS71103377

1.	<b>Contract Number:</b> PS71103377		
2.	<b>Contractor:</b> Maria Luisa Arredondo-Pagaza		
3.	<b>Mod. Work Description:</b> Modification No. 1 allows the Contractor to continue providing web writer/reporter services for Metro's Spanish language blog 'El Pasajero'		
4.	<b>Contract Work Description:</b> Web Writer/Reporter for Metro's Spanish language blog 'El Pasajero'		
5.	<b>The following data is current as of:</b> 11/1/2017		
6.	<b>Contract Completion Status</b>		<b>Financial Status</b>
	<b>Contract Effective:</b>	July 1, 2014	<b>Contract Award Amount:</b> \$150,000.00
	<b>Notice to Proceed (NTP):</b>	July 15, 2014	<b>Pending Modifications (including this action):</b> \$156,201.25
	<b>Original Complete Date:</b>	June 30, 2016	
	<b>Current Est. Complete Date:</b>	June 30, 2018	<b>Current Contract Value (with this action):</b> \$306,201.25
7.	<b>Contract Administrator:</b> Greg Baker		<b>Telephone Number:</b> 213-922-7577
8.	<b>Project Manager:</b> Joni Goheen		<b>Telephone Number:</b> 213.922.6931

**A. Procurement Background**

This Board Action is to approve Modification No. 1 to Contract No. PS71103377 in order for the Contractor to continue to provide web writer/reporter services through June 30, 2018 for Metro's Spanish language blog 'El Pasajero'.

This Contract Modification will be processed in accordance with Metro's Acquisition Policy and the contract type is a firm fixed unit price. All other terms and conditions remain in effect.

On July 1, 2014, Contract No. PS71103377 was issued to Maria Luisa Pagaza in a not to exceed amount of \$150,000 to provide Web Writer/Reporter services for Metro's Spanish language blog 'El Pasajero'. A Limited Notice to Proceed letter was issued to the Contractor on July 15, 2014. The original Period of Performance (POP) was from July 1, 2014 through June 30, 2016.

(Refer to Attachment B – Contract Modification/Change Order Log)

## **B. Price Analysis**

The recommended firm fixed hourly rate has been determined to be fair and reasonable based upon historical data. Maria Luisa Arredondo-Pagaza's current hourly rate reflects an annual increase of 3% since 2014.